



Environmental Management Consolidated Business Center (EMCBC)

Subject: Procurement Request Packages (PR), Including Financial Assistance

Implementing Procedure

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: OFFICE OF CONTRACTS

1.0 PURPOSE

The purpose of this procedure is to establish the general content requirements of all EMCBC PR packages greater than \$2,500.00, including financial assistance.

2.0 SCOPE

The scope of this procedure is to ensure that EMCBC PR Initiators (e.g., Contracting Officer Representatives (CORs), Program/Project Managers (PMs)) are provided guidance on the general content and preparation of PR packages that involves a funding line.

3.0 APPLICABILITY

All EMCBC personnel shall comply with this procedure.

4.0 REQUIREMENTS AND REFERENCES

4.1 Requirements:

4.1.1 Federal Acquisition Regulation (FAR)

4.1.2 Department of Energy (DOE) Acquisition Regulation (DEAR)

4.1.3 DOE Acquisition Guide

4.1.4 Code of Federal Regulation (CFR) 600, Financial Assistance Rules

4.2 References:

EMCBC Implementing Procedure (IP), IP-540-16, Rev 1, Purchase Card Procedures

5.0 DEFINITIONS- NOT APPLICABLE

6.0 RESPONSIBILITIES

6.1 PR Initiators:

6.1.1 The PR Initiator is responsible for initiating a PR package for all procurement actions, including financial assistance, that involves a funding line.

6.1.2 The PR Initiator is responsible for initiating the PR with the required documentation and will provide the fully coordinated package, either in hard copy or electronically, to the Contract Specialist (CS)/Contracting Officer (CO) for review and acceptance.

6.1.3 Although obtaining vendor quotes is the responsibility of the CS/CO, if the PR Initiator obtains quotes from the vendor; the PR Initiator is responsible for including the quotes in the PR package.

6.2 Office of Contracting (OOC) Procurement Technician (PT):

The OOC PT is responsible for providing the PR reference number to the Financial Management Officer (FMO).

6.3 CS/CO:

6.3.1 The CS/CO is responsible for reviewing the PR package for completeness and for coordinating with the PM on missing or deficient documents in the PR package.

6.3.2 The CS/CO is responsible for obtaining quotes from the vendor, however, that doesn't prohibit the PR initiator from obtaining quotes from the vendor if the need arises or the opportunity presents itself. If the PR initiator obtains quotes, the quotes will be provided with the PR package.

6.3.3 The CS/CO is responsible for executing the appropriate contract or financial assistance action in accordance with the PR package.

6.3.4 The CS/CO will provide assistance as requested by the PR initiator in development of the PR and supporting documentation.

6.4 Financial Management Officer (FMO):

6.4.1 The FMO is responsible for obtaining the PR reference number from the OOC PT.

6.4.2 The FMO is responsible for the certification of funds availability.

7.0 GENERAL INFORMATION – NOT APPLICABLE

8.0 PROCEDURE

8.1 The PR Package will contain a DOE Form 4200.33 (Attachment A, "Procurement Request Authorization"), the appropriate checklist (Attachment C, IP-540-06-F3, "PR Package Checklist for Simplified Acquisition", Attachment D, IP-540-06-F4, "PR Package Checklist for Contracts," or Attachment E, IP-540-06-F5,

“PR Package Checklist for Financial Assistance”) accurately annotated a summary request memo, and supporting documentation. The lists below may not be all inclusive in all situations.

8.1.1 The summary request memo will include:

8.1.1.1 Brief description of procurement

8.1.1.2 Period of performance and option years (if applicable)

8.1.1.3 Recommended special contract provisions (e.g. Government Property, classified material)

8.1.1.4 Name, organization, telephone number, and e-mail address of proposed COR and alternate

8.1.2 Supporting documentation to the summary request memo will include:

8.1.2.1 DOE Form 4200.33 – Procurement Request – certified by the FMO;

8.1.2.2 Independent Government Estimate (if applicable);

8.1.2.3 Statement of Work (SOW) or Performance Objectives will include (if applicable):

8.1.2.3.1 Description of objective;

8.1.2.3.2 Background information;

8.1.2.3.3 Technical task or project;

8.1.2.3.4 End result expected.

8.1.2.4 A description of any reporting requirements and the distribution requirements for each report (if applicable);

8.1.2.5 A description of deliverables and schedule (if applicable);

8.1.2.6 Travel and training requirements (if applicable);

8.1.2.7 Environmental, Safety and Health requirements (if applicable);

8.1.2.8 Security Clearance requirements (if applicable);

- 8.1.2.9 A list of Government Furnished Property/Equipment/Information (GFP/E/I) (if applicable); (Include nomenclature, DOE Barcode #, make, model, serial number, acquisition cost, and date of acquisition (if known). Indicate whether GFP/E/I is to be used on Government installation or removed to another location.)
- 8.1.2.10 Suggested Source List or a Justification for Other Than Full and Open Competition (JOFOC);
- 8.1.2.11 Organizational Conflicts of Interest (if applicable);
- 8.1.2.12 Recommendations for content of Industry Interactive Procurement System (IIPS) synopsis (if applicable);
- 8.1.2.13 Acquisition Plan (if applicable);
- 8.1.2.14 Intellectual Property Rights (if applicable);
- 8.1.2.15 Project or Milestone Plan (if applicable);
- 8.1.2.16 For Competitive Acquisitions/Source Selections, the PR package will include:
 - 8.1.2.16.1 Proposal Instructions
 - 8.1.2.16.2 Evaluation Factors/Criteria for Selection
 - 8.1.2.16.3 Rating Plan
 - 8.1.2.16.4 Key Personnel Evaluation Criteria
 - 8.1.2.16.5 Risk Management Criteria
 - 8.1.2.16.6 Key Considerations (if applicable)
- 8.2 Along with the information required in the summary request memo mentioned in Paragraph 8.1.1 above, supporting documentation for the Financial Assistance Package will include the following:
 - 8.2.1 DOE Form 4200.33 (Attachment A, "Procurement Request Authorization") certified by the FMO;
 - 8.2.2 DOE Form 4600.2 (Attachment B, "Federal Assistance Reporting Checklist");
 - 8.2.3 Project Management Plan (Statement of Work), including schedule or project Period;

8.2.4 Provide Merit Review Criteria, Program Policy Factors, and the Merit Review Plan;

8.2.5 If non-competitive, provide Determination of Non-Competitive Financial Assistance (DFNA);

8.2.6 Environmental, Safety and Health requirements (if applicable);

8.2.7 Intellectual Property Rights (if applicable).

9.0 RECORDS MAINTENANCE

9.1 DOE Form 4200.33, "Procurement Request Authorization"

9.2 DOE Form 4600.2, "Federal Assistance Reporting Checklist"

9.3 IP-540-06-F1, PR Package Checklist for Simplified Acquisition (\$2,500-\$100,000)

9.4 IP-540-06-F2, PR Package Checklist for Contracts (greater than \$100,000)

9.5 IP-540-06-F3, PR Package Checklist for Financial Assistance

10.0 FORMS USED

10.1 Forms used will be the latest revision unless otherwise stated.

10.1.1 DOE Form 4200.33, "Procurement Request Authorization"

10.1.2 DOE Form 4600.2, "Federal Assistance Reporting Checklist"

10.1.3 IP-540-06-F1, PR Package Checklist for Simplified Acquisition (\$2,500-\$100,000)

10.1.4 IP-540-06-F2, PR Package Checklist for Contracts (greater than \$100,000)

10.1.5 IP-540-06-F3, PR Package Checklist for Financial Assistance

11.0 ATTACHMENTS

11.1 Attachment A – DOE Form 4200.33, "Procurement Request Authorization" <http://www.directives.doe.gov/pdfs/forms/4200-33.pdf>

11.2 Attachment B – DOE Form 4600.2, "Federal Assistance Reporting Checklist" <http://www.directives.doe.gov/pdfs/forms/4600-2.pdf>

- 11.3 Attachment C – IP-540-06-F1, PR Package Checklist for Simplified Acquisition (\$2,500-\$100,000)
- 11.4 Attachment D – IP-540-06-F2, PR Package Checklist for Contracts (greater than \$100,000)
- 11.5 Attachment E - IP-540-06-F3, PR Package Checklist for Financial Assistance

DOE F 4200.33
(07-05)U.S. Department of Energy
Procurement Request-AuthorizationFormerly PR-799A
(Previous editions are obsolete)

INITIAL PADS DATA ENTRY INFORMATION

1. Awarding Office		2. Initiating Office	
3. PRA Number		4. Change/Correction in Process? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Description of Work/Purpose of Assistance			
Has List of Sources Been Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6. Awardee Name		7. Address	
6a. Division			
8. Government Share	9. Awardee Share	10. Total	
11. Total Funds This PR:			
12. Name-Project Manager/Initiator	13. Signature	14. Date	15. Office Code
			16. Telephone Number

GENERAL AWARD INFORMATION

17. Acquisition			18. Financial Assistance	
<input type="checkbox"/> Advisory & Assistance Services	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Support Services	<input type="checkbox"/> Cooperative Agreement	
<input type="checkbox"/> A/E Services	<input type="checkbox"/> Supplies	<input type="checkbox"/> Other	<input type="checkbox"/> Grant	
<input type="checkbox"/> Construction				
19. Product/Service Code (Applies to Acquisition only)			20. CFDA (Applies to Assistance Only)	
21. Master BIN			22. Desired Award Date	
23. Unsolicited Proposal Number			24. Project Number	

25. ACCOUNTING AND APPROPRIATION DATA

Fund	Year	Alottee	Reporting Entity	SGL	Object Class	Program	Project	WFO	Local Use	26. Dollar Amount	27. Program Budget Official's Signature**

28. From Continuation Sheet		29. Project Period	
30. Total Funds This PRA Are These Annual Funds? <input type="checkbox"/> Yes <input type="checkbox"/> No		31. Budget Period (Applies to Assistance Awards Only)	

CERTIFYING OFFICIAL: I hereby Certify That the Funds Cited in Item 30 Are Available.

32. Name and Title	33. Signature	34. Date
--------------------	---------------	----------

PROGRAM REVIEWING OFFICIAL

35. Name and Title	36. Signature	37. Date
--------------------	---------------	----------

38. For Initiating Office/Local Office Use	
39. Type of Procurement Action (TPA) Code _____	40. Negotiator Code _____
41. Security. Will employees require security clearances for performance of this procurement? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach DOE F 5634.2, (05-94) "Contract Security Classification Specification."	
42. Energy policy Act. Is this procurement subject to the Energy Policy Act of 1992. (EPACT); i.e., Will it directly satisfy an EPACT requirement or objective? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, does it involve either a research and development program or a demonstration of a commercial application? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, see the notice related to this item. Amount of EPACT funding _____	

Note: ** We Hereby Certify That Funds Cited Are Proper For This Procurement And In Compliance With Applicable Appropriations Acts and Fiscal Law.



Printed with soy ink on recycled paper

DOE F 4200.33
(07-05)

CHECKLIST OF ATTACHMENTS TO DOE F 4200.33,
"PROCUREMENT REQUEST-AUTHORIZATION"

SUPPORT SERVICES

- ☐ Statement of Work
- ☐ Source List*
- ☐ DOE F 4220.2 (06-93). "Section 8(a)/Small Business/LSA Set-Aside Review"
- ☐ OCI Pre-Procurement Fact Sheet**
- ☐ DOE F 1332.1 (04-89). "Reporting Requirements Checklist"
- ☐ Position Qualifications
- ☐ Labor Rate & Level of Effort to be Dictated in RFP
- ☐ Travel Requirements to be Dictated in RFP
- ☐ Government Property Furnished/Purchased Listing (If Applicable)
- ☐ Support Services Authorization

RESEARCH AND DEVELOPMENT

- ☐ Statement of Work
- ☐ Source List*
- ☐ DOE F 4220.2 (06-93). "Section 8(a)/Small Business/LSA Set-Aside Review"
- ☐ OCI Pre-Procurement Fact Sheet**
- ☐ DOE F 1332.1 (04-89). "Reporting Requirements Checklist"
- ☐ Government Property Furnished/Purchased Listing (If Applicable)
- ☐ Support Services Authorization

SUPPLY

- ☐ Detailed Specifications
- ☐ Source List*
- ☐ DOE F 4220.2 (06-93). "Section 8(a)/Small Business/LSA Set-Aside Review"

INTERAGENCY AGREEMENTS

- ☐ Statement of Work
- ☐ Discussion of Basis of Estimate

* For new non-competitive awards, replace the Source List with a justification for other than full and open competition (exception: 8(a) awards require no justification).

** Required for Awards funded under the Federal Energy Administration Act of 1974.

INSTRUCTIONS FOR COMPLETING DOE F 4200.33

For more detailed information and instruction regarding the completion of DOE F 4200.33, refer to the Handbook for the Preparation of DOE Procurement request Forms.

- Item 1 – TO AWARDDING OFFICE. Enter the mailing address of the appropriate procurement office to which this DOE F 4200.33 is being sent, e.g., Office of Headquarters Procurement Operations, HR-56, Washington, D.C. 20585.
- Item 2 – FROM INITIATING OFFICE. Enter the complete mailing address of the office initiating this request, e.g., Office of Special Projects and Management Systems, HR-53, Washington, D.C. 20585.
- Item 3 – PR NUMBER. Enter the Procurement Request-Authorization (PRA) Number in the format prescribed by DOE 1331.2B, dated 05-18-92.
- Item 4 – CHANGE/CORRECTION TO A PRA IN PROCESS? Answer "YES" if this is a change or correction to a PRA which has been forwarded to procurement for action. Answer "NO" if this is an initial PRA for either a basic award or a modification to an existing award.
- Item 5 – DESCRIPTION OF WORK/PURPOSE OF ASSISTANCE. (180 Characters Maximum) Enter a brief description from the statement of work. Ensure that it is a concise statement of the purpose of the award.
- Item 6 – 7 AWARDEE NAME, DIVISION, ADDRESS. If known, enter the name, division (If applicable), and address of the awardee.
- Item 8 – GOVERNMENT SHARE. Enter the DOE share of the total estimated face value of the award, regardless of the funding commitment amount.
- Item 9 – AWARDEE SHARE. Enter the share of the award which will be paid for by the awardee.
- Item 10 – TOTAL. Sum of items 8 and 9.
- Item 11 – TOTAL FUNDS. Enter the total of all figures in the "Dollar Amt." Column plus the amount from the continuation sheet.
- Item 12 – 16 Self-explanatory items.
- Item 17 – ACQUISITION. Self-explanatory. Check Advisory & Assistance if it is estimated that the predominance (51% or more) of the dollars for the entire contract performance period, including all options, will be for advisory & assistance services as defined by OMB Circular A-120 of January 1988.

- Item 18 – FINANCIAL ASSISTANCE. Self-explanatory.***
- Item 19 – PRODUCT/SERVICE CODE. Acquisitions actions only. Enter the code which describes the work being done or the item being supplied. Product/Service Codes may be obtained from "Product/Service" published by the General Services Administration, Federal Procurement Data Center.
- Item 20 – CFDA. Financial assistance actions only. Enter the catalog of Federal Domestic Assistance (CFDA) program number.
- Item 21 – MASTER BIN. If this award is to be an order under a DOE Master Award Bin, or a delivery under a GSA schedule or similar contract, enter the schedule or master contract number.
- Item 22 – DESIRED AWARD DATE. Enter the date that the award is desired.
- Item 23 – UNSOLICITED PROPOSAL NUMBER. If this award is being made as a result of DOE acceptance of an unsolicited proposal, enter the Unsolicited Proposal Control Number assigned by DOE to that proposal.
- Item 24 – PROJECT NUMBER. Enter the project number assigned by the initiating office, if applicable.
- Item 25 – 26 Enter the appropriate financial and accounting data for the action.
- Item 27 – PROGRAM BUDGET OFFICIAL'S SIGNATURE. Self-explanatory. Only for funding actions.
- Item 28 – FROM CONTINUATION SHEET. Enter the amount of funds from DOE F 4200.34 (03-96). "Procurement Request-Authorization Funding Data-Continuation Sheet," if it was used.
- Item 29 – PROJECT PERIOD. The beginning and end dates which define the period of performance of an acquisition or financial assistance action.
- Item 30 – TOTAL FUNDS THIS PRA. Enter the total of all figures in the "Dollar Amt." Column, plus the amount from the continuation sheet.
- Item 31 – BUDGET PERIOD. Applies to financial assistance actions only. The beginning and ends dates of the period of time for which the funds in item 25 are programmed and budgeted.
- Item 32 – 37 Self-explanatory items. Required for funding actions only.
- Item 38 – FOR INITIATING OFFICE/LOCAL OFFICE USE.
- Item 39 – TYPE OF PROCUREMENT ACTION (TPA) CODE. To be completed by the Procurement office.
- Item 40 – NEGOTIATOR CODE. To be completed by the Procurement office.
- Item 41 – SECURITY. Please answer the questions related to security.
- Item 42 – ENERGY POLICY ACT (EPACT). Please answer the questions related to the Energy Policy Act of 1992, and, if applicable, enter the amount of EPACT funding.

Notice: The Energy Policy Act of 1992, (public Law 102-486) addresses a large number of areas under which the Department of Energy may award a contract involved with a research and development program or a demonstration of a commercial application project; It is not practicable to list them here. Section 3002 of the Act requires cost sharing of research and development of at least 20 percent of the cost of the project from non-Federal sources. Section 3002 of the Act also requires cost sharing of a demonstration of a commercial application project of at least 50 percent of the costs related to the project from non-Federal sources. Exceptions are discussed in Section 3002 of the Act. Funding for certain Cooperative Research and Development projects (CRADA's) is expected. The Office of Technology Utilization (LM-20) is responsible for providing guidelines and procedures for implementing Title XXX of the Act. Further information on cost sharing/participation can be found in DEAR, subpart 917.70, and in the DOE Financial Assistance Rules 600.107 and 600.206.

Note: Detailed listing of all valid codes required for the completion of a Procurement Request-Authorization may be located in the PADS Miscellaneous Tables. The PADS Miscellaneous Tables are available through a request to the PADS Hotline (202-586-4963) or via automated retrieval of PADS Standard Report #814.

*** For Further information, see DOE 4600.1A, "Financial Assistance Procedures Manual."

DOE F 4600.2
(10/01)
All Other Editions are Obsolete

**U.S. Department of Energy
FEDERAL ASSISTANCE REPORTING CHECKLIST**

For instructions see FAL Management of Report Deliverables

1. Identification Number:	2. Program/Project Title:												
3. Recipient:													
4. Reporting Requirements: MANAGEMENT REPORTING <input type="checkbox"/> Progress Report <input type="checkbox"/> Special Status Report (see Special Instructions) SCIENTIFIC/TECHNICAL REPORTING (Reports/Products must be submitted with appropriate DOE F 241. The 241 forms are available at www.osti.gov/elinek) <table style="width:100%; border: none;"> <tr> <td style="text-align: left;">Report/Product</td> <td style="text-align: left;">Form</td> </tr> <tr> <td><input type="checkbox"/> Final Scientific/Technical Report</td> <td>DOE F 241.3</td> </tr> <tr> <td><input type="checkbox"/> Conference papers/proceedings*</td> <td>DOE F 241.3</td> </tr> <tr> <td><input type="checkbox"/> Software/Manual</td> <td>DOE F 241.4</td> </tr> <tr> <td><input type="checkbox"/> Other (see special instructions)</td> <td>DOE F 241.3</td> </tr> </table> <i>* Scientific and technical conferences only</i> FINANCIAL REPORTING <input type="checkbox"/> SF-269, Financial Status Report <input type="checkbox"/> SF- 269A, Financial Status Report (Short Form) <input type="checkbox"/> SF-272, Federal Cash Transactions Report CLOSEOUT REPORTING <input type="checkbox"/> Final Invention and Patent Report <input type="checkbox"/> Property Certification <input type="checkbox"/> Other (see Special Instructions) OTHER REPORTING <input type="checkbox"/> Other (see Special Instructions)	Report/Product	Form	<input type="checkbox"/> Final Scientific/Technical Report	DOE F 241.3	<input type="checkbox"/> Conference papers/proceedings*	DOE F 241.3	<input type="checkbox"/> Software/Manual	DOE F 241.4	<input type="checkbox"/> Other (see special instructions)	DOE F 241.3	Frequency	No. of Copies	Addressees
Report/Product	Form												
<input type="checkbox"/> Final Scientific/Technical Report	DOE F 241.3												
<input type="checkbox"/> Conference papers/proceedings*	DOE F 241.3												
<input type="checkbox"/> Software/Manual	DOE F 241.4												
<input type="checkbox"/> Other (see special instructions)	DOE F 241.3												
FREQUENCY CODES AND DUE DATES: A - Within 5 calendar days after events or as specified. F - Final; 90 calendar days after expiration or termination of the award. Y - Yearly; 90 days after the end of the reporting period. S - Semiannually; within 30 days after end of reporting period. Q - Quarterly; within 30 days after end of the reporting period.													
5. Special Instructions: <u>Special Status Report:</u> Provides notice of problems, delays, or adverse conditions, which materially impair the awardee's ability to meet the objectives of the award or developments that have a significant favorable impact on the project. The report must include the remedial action to be taken to correct or resolve any problem or adverse condition.													

PROCUREMENT REQUEST (PR) PACKAGE CHECKLIST
Simplified Acquisition
(\$2,500 - \$100,000)

PR Number: _____

“X” indicates item is mandatory with all PR packages for procurement actions

Y N/A

- | | | |
|-----|-----|---|
| X | ___ | 1. <u>DOE Form 4200.33</u> – Procurement Request (PR) – Authorization |
| ___ | ___ | 2. <u>Reporting Requirements Checklist and Distribution</u>
(required if reports are deliverables under the order) |
| ___ | ___ | 3. <u>Statement of Work and/or Performance Objectives</u>
(required if procuring services) |
| ___ | ___ | 4. <u>A description of deliverables and schedule</u> |
| ___ | ___ | 5. <u>Government Furnished Property (GFP) List</u> : Include nomenclature, DOE Barcode #, make, model, serial number, acquisition cost, and date of acquisition (if known). Indicate whether GFP is to be used on Government installation or removed to another location. |
| ___ | ___ | 6. <u>Suggested Sources or Justification for Other Than Full and Open Competition</u> (sometimes called a "JOFOC" or “sole source justification”) (required if requirement is noncompetitive) Guidance and formats for preparation of this document are contained in the DOE Acquisition Guide. The guidance and format are available from the OOC. |
| ___ | ___ | 7. <u>If action is ≥ \$25,000 and does not meet one of the exceptions specified in FAR 5.202, Recommendations for Content of Federal Business Opportunities</u> (FedBizOpps) synopsis and/or solicitation (RFP) language. |
| ___ | ___ | 8. <u>Travel requirements</u> for contractor, if applicable. Include destinations, durations, and timing. |
| ___ | ___ | 9. <u>Environmental, Safety and Health requirements</u> . |
| ___ | ___ | 10. <u>Security Clearances required</u> . |

PROCUREMENT REQUEST (PR) PACKAGE CHECKLIST
Contracts (greater than \$100,000)

PR Number: _____

“X” indicates item is mandatory with all PR packages for contract actions

<u>Y</u>	<u>N/A</u>		
X	___	1.	<u>DOE Form 4200.33</u> – Procurement Request (PR) – Authorization
X	___	2.	<u>Reporting Requirements Checklist and Distribution List</u> (required if reports are deliverables under the contract)
X	___	3.	<u>Statement of Work (SOW) and/or Performance Objectives.</u>
X	___	4.	<u>Independent Government Cost Estimate</u> : A detailed accounting of how the PR funded amount was determined. Include costs for options (if any) and any anticipated cost sharing arrangements. Identify labor by type, hourly rate, and number of hours or man years.
___	___	5.	<u>A Description of Deliverables and Schedule</u>
___	___	6.	<u>Contracting Officer Representative (COR) Nomination Letter</u>
___	___	7.	<u>Government Property List (GFP)</u> : Include nomenclature, DOE bar code #, make, model, serial number, acquisition cost, and date of acquisition. Indicate whether GFP is to be used on Government property or removed to another location.
___	___	8.	<u>Qualification Criteria</u> – Any special capabilities which an offeror must possess to be eligible for award. (Will be “none” in the majority of cases.)
___	___	9.	<u>Suggested Sources or Justification for Other Than Full and Open Competition (JOFOC)</u> . (required if requirement is noncompetitive) Guidance and formats for preparation of this document are contained in the DOE Acquisition Guide. The guidance and format are available from the OOC.

<u>Y</u>	<u>N/A</u>	
—	—	10. <u>Recommendations for Content of Federal Business Opportunities</u> (FedBizOpps) synopsis and/or solicitation (RFP) language.
—	—	11. <u>Travel and training requirements</u> for contractor. Include destinations, durations, and timing.
—	—	12. <u>Statement regarding potential Organizational Conflicts of Interest.</u>
—	—	13. <u>Environmental, Safety and Health requirements.</u>
—	—	14. <u>Intellectual Property Rights.</u>
—	—	15. <u>Security Clearances required.</u>
—	—	16. <u>Project or Milestone Plan</u>
—	—	17. <u>For Competitive Acquisitions/Source Selections</u> , the PR Package should include:
—	—	a. Proposal Instructions
—	—	b. Evaluation Factors/Criteria for Selection
—	—	c. Rating Plan
—	—	d. Past Performance Information
—	—	e. Key Personnel Evaluation Criteria
—	—	f. Risk Management Criteria
—	—	g. Key Considerations

PROCUREMENT REQUEST (PR) PACKAGE CHECKLIST FOR FINANCIAL ASSISTANCE

PR Number: _____

“X” indicates item is mandatory with all PR packages for financial assistance actions. “*” indicates those items applicable to competitive actions only.

Y N/A

- | | | |
|-----|-----|---|
| X | ___ | 1. <u>DOE Form 4200.33 – Procurement Request – Authorization</u> |
| X | ___ | 2. Federal Assistance <u>Reporting Checklist</u> (DOE F 4600.2) |
| X | ___ | 3. <u>Project Management Plan (Statement of Work)</u> , including schedule or project period. |
| X | ___ | 4. Provide Merit Review Criteria, Program Policy Factors, and the Merit Review Plan |
| X | ___ | 5. <u>If Action is Non-Competitive</u> : Provide Determination of Noncompetitive Financial Assistance (DNFA). |
| X | ___ | 6. <u>Principal Program Determination</u> |
| ___ | ___ | 7. <u>Energy Policy Act Determination</u> . |
| ___ | ___ | 8. <u>Intellectual Property Considerations</u> . |

EMCBC RECORD OF REVISION

DOCUMENT - Procurement Request Packages (PR), Including Financial Assistance

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Original Issue	All	09/26/06
	Reviewed/No Changes Required		05/18/12